

TOWN OF NEW BOSTON  
New Boston Select Board Meeting

June 26, 2023

**APPROVED**

In attendance at New Boston Town Hall: Donna Mombourquette, and William McFadden  
Staff present: Kristan Patenaude, Recording Secretary

**A. CALL TO ORDER:** A meeting of the Board of Selectmen was called to order by Chair Donna Mombourquette at 6:30PM beginning with the Pledge of Allegiance.

**Consent Agenda-** The Selectmen reviewed the June 26, 2023 consent agenda.

**William McFadden moved to approve the June 26, 2023 consent agenda items including payroll, Accounts Payable and other signed official documents. Seconded by Kary Jencks.**

**Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – aye; 3-0-0 motion carried unanimously.**

**1<sup>st</sup> PUBLIC COMMENT:**

Donna Mombourquette stated that this is a business meeting of the New Boston Select Board. Comments and feedback are welcomed but because this is not a public forum or public hearing, comments will be on the agenda items only. Dialogue or answering of questions will not be part of the meeting. Should you have an issue you wish to discuss, please communicate with the liaison representatives of the Board who may resolve your issue or potentially schedule your appearance before the Board at a later date. The Board appreciates your understanding and cooperation.

Karen Scott, 110 Dane Road, stated that she has questions regarding the availability of the internal reports. After several requests for this to be placed on the agenda for tonight's meeting, on June 21<sup>st</sup> she completed a request to appear before the Select Board, a rule created by the Chair, in order to participate in discussions on this topic. Her request was on time and filled out appropriately. As there is currently no Town Administrator, this was her only means to have a discussion with the Board. On Thursday, she received an e-mail from the Executive Assistant that her request had been denied. The May 22<sup>nd</sup> note that Donna Mombourquette stated that "Karen Scott can always come before the Board to ask the questions." This makes it seem that citizens no longer have the means to discuss matters with the Select Board, even when following the rules. This is the most non-transparent, least accessible Select Board in the history of New Boston. Also, the agenda for this evening 's meeting has been amended to reflect a policy change relative to internal reports. There is no listing of the Select Board reports, and it states that internal reports will be published on the website, with the department reports underneath each department. She asked how difficult the Board is trying to make it for people to get information and then speak about it to the Board. She asked how these changes could have been made without any public discussion.

Seeing no additional public comment, Donna Mombourquette closed the first session.

**APPOINTMENTS**

**Item 1:** Daryl Luter and Emily Manns – Community Power Plan Update

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Daryl Luter explained that the Town voted to approve a Community Power Plan at the last Town Meeting. The next step in the process was for the Power Plan to be approved by the Public Utilities Commission (PUC). With one minor amendment to the Plan, this was approved. The second step in the process will be a community education and outreach program. After that, there will be a competitive bidding process, with an intention to implement the Plan later this fall.

Emily Manns explained that once competitive pricing has been received, there will be a 40-day information blitz to the Town. Everyone will receive information through the mail. She noted that Eversource has stated that it will have a significantly reduced rate change starting in August. The launch of the Power Plan for the Town will have additional savings from this rate change. She noted that this Plan is at no cost to the Town and the Town is not obligated to move forward with it.

**Item 2:** Facilities and Grounds Manager George St. John:

- Town Generators RFP Follow Up With A Bidder
- Town Hall Property Line Project
- Approval of Communications Site A/C Repair Funding

George St. John explained that one of the vendors who bid on the Town generator services RFP asked to speak to the Board.

Jordan Turcott, Powers, addressed the Board regarding his company's RFP bid.

In response to a question from Bill McFadden, Jordan Turcott stated that his company states that it will have someone on the road within two hours of an emergency call, and that someone will arrive to address the problem within four hours.

Donna Mombourquette suggested that references for the bidding companies be checked and that other towns be consulted on their providers. The Board tabled this item at this time.

George St. John explained that, during regular spring maintenance on the mini-split system at the Communications building, it was determined that the circuit board is fried. A replacement circuit board will not be available for 12+ weeks. The hope is to install a new mini-split system, but there is not currently money in the default budget to do so. He stated that there may be funding available in the Expendable Facilities Trust that could be used for this item.

In response to a question from Bill McFadden, George St. John explained that the existing 2017 system is out of warranty. Most of these systems only have a five-year warranty.

Donna Mombourquette asked if there might be a better system available for replacement. George St. John stated that he is unclear on this. He noted that it is important to keep the equipment in this building cool.

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The Board agreed to allow this item to move forward at this time, with the understanding that research should be done into other options.

**Donna Mombourquette moved to approve the proposal from HVAC Integration LLC for \$2,480, to be expended from the Municipal Facilities Expendable Trust Fund. Seconded by William McFadden.**

**Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – aye; 3-0-0 motion carried unanimously.**

**Item 3: Open Space Committee Chairman Ken Lombard-Property Purchase**

Ken Lombard, Open Space Committee, stated that the Committee was approached regarding a potential purchase of a property off Route 136. This is a 39-acre lot, with a 50' access way to Route 136. This proposed purchase will be funded using Open Space funds. The purchase amount is not to exceed \$50,000.

The Board thanked Ken Lombard and congratulated the Committee on the purchase.

**Item 4: Transfer Station Manager Gerry Cornett-Processed Aggregate**

Gerry Cornett, Transfer Station Manager, showed the Board an example of the processed aggregate material. He explained that this has no sharp edges. The material does not hold water, and so will not create frost heaves. This would be mixed into bank run material at 10% to be used in the subsurface of roads. This is an engineered product, not a glass material. The unit to process this material has a small footprint and there is room for it at the Transfer Station. This material meets the DOT and federal guidelines for usage. The intention is to purchase the machine, with half of the funding coming from a municipal lease amount already in the budget, and the other half coming from revolving funds. This material could be used for culverts and bridge abutments. He also plans to reach out to local contractors and other surrounding towns to see if they would be interested in purchasing some of the material, which could help pay for any maintenance on it. Producing this product will not require additional labor for the Department.

Donna Mombourquette asked if the Highway Department is on board with utilizing this material. Gerry Cornett stated that the Road Agent is on the fence about using it. He noted that the machine costs approximately \$120,000-\$125,000, with an installation cost of approximately \$8,000-\$10,000. This will be a way to get rid of some of the Town's trash.

Donna Mombourquette stated that she would like to see a cost/benefit analysis for this machine. Gerry Cornett stated that he would work on this item.

Gerry Cornett noted that the Fire Chief's Yukon vehicle was sold for \$4,000.

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**New Business**

**Item 5:** Policy Review-Establishment of Candidates Choosing to Volunteer on Town Boards/Committees

The Board reviewed this policy. There was discussion regarding allowing feedback from an entire committee/board regarding new candidates. The Board agreed to review a revised draft of this policy at a future meeting.

**Item 6:** Re-Establishment of the Highway Safety Committee

Bill McFadden explained that he would like to consider the reestablishment of the Highway Safety Committee. This Committee would include himself, Chief Brace, Chief Fraitzl, and some residents. He has not received any pushback on this idea and would like to hold a first meeting in July.

**Item 7:** Welfare and Health Officer Vacancy

The Board agreed to discuss this item in non-public session. Bill McFadden noted that the Board is actively looking to fill this position and will discuss a couple of applicants during non-public session.

**Item 8:** New Procedure for Internal Reports and Select Board Reports During Select Board Meetings

Donna Mombourquette explained that the Board is currently communicating outside of meetings through the Executive Assistant, as they cannot communicate directly with each other due to quorum issues. Internal reports were an item generated by the previous Town Administrator. These were placed on the agenda and in the agenda packet, but this was difficult as the Select Board could not comment on Department Head reports, as they were not generated by the Board. Instead, the Board decided that, once the reports were reviewed at a meeting, they would be published immediately, with questions on them to be sent to Department Heads directly. Regarding Select Board reports, it is unclear why these were not placed on the agenda for this meeting. It could be a communications issue.

Bill McFadden expressed concern over the policy/procedure change for this item prior to a public discussion with the Board's consent. Donna Mombourquette stated that she was unaware this change had been made.

Bill McFadden suggested placing all internal reports in one place on the Town website. He noted that Departmental reports likely do not belong on the agenda if they are not going to be spoken to during a meeting. He stated that he would like to see documents associated with agenda items shared with the public prior to a meeting, so that there can be discussion about them. Donna Mombourquette stated that she would check with the Executive Assistant regarding placing links to associated documents on the agenda.

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Kary Jencks stated that the Town deserves an apology if these items have not been happening as they should legally.

**Old Business**

**Item 9:** Approval of Public Meeting Minutes of June 12, 2023 and the Non-Public Meeting Minutes of June 19, 2023

**Bill McFadden moved to approve the June 12, 2023, meeting minutes as amended.**

**Seconded by Kary Jencks.**

**Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – aye; 3-0-0 motion carried unanimously.**

The Board discussed the June 19, 2023, non-public minutes.

**Kary Jencks moved to approve the June 19, 2023, non-public meeting minutes.**

**Seconded by Bill McFadden.**

**Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – aye; 3-0-0 motion carried unanimously.**

**Donna Mombourquette moved to seal the June 19, 2023, non-public meeting minutes for five years. Seconded by Bill McFadden.**

**Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – aye; 3-0-0 motion carried unanimously.**

**Item 10:** Budget Discussion

Kary Jencks explained that she met with the Department Heads last Wednesday to look at the budget and come to a consensus regarding bringing all line items back to their default amount. All departments will now be working with default line items. This is necessary due to the Town vote and in order to make sure that the FY24 budget is setup correctly. There will be ongoing discussions regarding the budget between the Board and the Department Heads.

Bill McFadden explained that this came about because there was money transferred between departments that should not have been. He asked if the Department Heads will now come before the Board to review their budgets line-by-line. Kary Jencks stated that the Department Heads know their budgets and should be able to track any issues within them. Money should not move between departments without Select Board approval.

Donna Mombourquette stated that she believed there was consensus regarding some of the transfers made, but all of the money has been put back into the original lines, to her knowledge. Bill McFadden asked if the transfers made from the Select Board's budget to other departments remain. Donna Mombourquette stated that she believes these were all moved back as well.

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Bill McFadden noted that he would like a copy of the full budget to review.

**Internal Reports Published On Website**

The Board members reviewed their reports.

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Karen Scott, 110 Dane Road, handed the Board a copy of a 91-A request regarding information on the internal reports.

Seeing no additional public comment, Donna Mombourquette closed the second session.

**Request for Non-Public per RSA 91-A: 3, II(a) and (c)**

**Kary Jencks moved to enter into Non-Public per RSA 91-A: 3, II(a) and (c) at 8:00pm. Seconded by Bill McFadden.**

**Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – aye; 3-0-0 motion carried unanimously.**

**Kary Jencks moved to exit Non-Public session at 9:34pm. Seconded by Bill McFadden.**

**Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – aye; 3-0-0 motion carried unanimously.**

**Kary Jencks moved to nominate Dana Dinsmore as Deputy Health Officer and Shannon Silver as Interim Health Officer. Seconded by Donna Mombourquette.**

**Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – aye; 3-0-0 motion carried unanimously.**

**Kary Jencks moved to seal the Non-Public meeting minutes for five years. Seconded by Bill McFadden.**

**Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William McFadden – aye; 3-0-0 motion carried unanimously.**

**ADJOURNMENT**

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262 **Kary Jencks moved to adjourn the meeting at 9:36pm. Seconded by Bill McFadden.**  
263 **Roll Call Vote: Kary Jencks – aye; Donna Mombourquette – aye; and William**  
264 **McFadden – aye; 3-0-0 motion carried unanimously.**

266 Respectfully submitted,  
267 Kristan Patenaude

**Next Scheduled Meeting: July 17, 2023**